Memorandum

To:      New User
From:   State Student Assistance Commission of Indiana (SSACI)
About:  Access to SSACI data and documentation
Date:    May 9, 2006

As a representative of an eligible college, you will need access to SSACI's electronic information exchange system, **iXchange**, in order to download (and upload) student award information and documentation. **iXchange** is an easy to use web-based system that is accessible from SSACI's home page at http://www.in.gov/ssaci/. Once on that page, go to "Colleges" on the Interactive Applications bar at the top of the page. On the drop-down menu, click on "iXchange". Your *User Name* is your federal Title IV number and your *Password* is <insert password here>. Please keep your User Name and Password in a safe and secure place.

Once logged into iXchange there are a few things you should do first:

1.  Go to the bottom of the page and click on "**Access Instructions**" button. The instructions are in PDF format. If your computer does not have the Adobe Reader installed, go to http://www.adobe.com/products/acrobat/readstep2.html to download and install the free reader. You will need it for many SSACI documents. Please give the instructions a quick look-over before reading them in detail.
2.  In order to read and update SSACI files you will need the **SSACI Viewer**. You can download it from the **Information** files page of iXchange. That page is accessible from the navigation bar on the left side of the login (Welcome) page of iXchange. Go to the Information page. Look for the file "all_viewer_#_##.exe", where #_## is a version number. Only the latest version will be on iXchange. Click on the [zipped] symbol on the right of the file. When prompted, save the file "all_viewer_#_##[1].exe.zip" to a temporary folder on your C: drive, for example, C:\temp\ or to your Desktop.
    a.  In order to install the SSACI Viewer, you will need to do a few things first:
        i.   All downloaded SSACI files are zipped to save space and speedup the download. You will need an unzipping application in order to use SSACI files. **If you do not have such an application on your PC,** *talk to your IT staff* **about getting one**. There are many free zip applications available.
        ii.  Use your unzipping application to open the file "all_viewer_#_##[1].exe.zip" and **extract** the "exe" file "all_viewer_#_##.exe" to the same folder.
        iii. Use **Windows Explorer** (right click on the Start button to Explore your hard drives) to find the "exe" file. Double click on it. The "exe" file is a self-extracting file. Click on the **Unzip** button. The folder C:\SSACI_VIEWER\ will be created and the needed files extracted to the folder.
        iv.  Create a shortcut to the newly created file "ssaci_viewer.exe" and place it on your desktop.
    b.  Once the Viewer is installed you should create several new folders on your C: drive using Windows Explorer.
        i.   Create the folder C:\SSACI\.
        ii.  Create the three subfolders C:\SSACI\FROMSSACI\, C:\SSACI\WORK\, and C:\SSACI\DOCS\. You should download all SSACI **data** files to the FROMSSACI subfolder and extract the data files

to the WORK subfolder. The SSACI Viewer automatically looks for files in the WORK subfolder.

3. Once you have set-up the SSACI Viewer and the folders, you can go back to the Information page of iXchange and download some documentation. You can download the documents to the C:\SSACI\DOCS\ folder, extract them to the same folder with you unzipping application, and then delete the "zip" files to be tidy. The files you will need are:

   a. **FTPCCYY.xls**. This document is essential. This is an Excel spreadsheet that describes the record layouts and data fields for all the SSACI data files for the year "CCYY", for example, 2005. It tells you what each field in the downloaded data files mean.

   b. **Return_of_Funds_Package.zip**. This document is an essential. It details SSACI's refund policies and when a student is considered full-time, a necessary requirement to receive most state financial aid.

   c. **Bumps_in_the_Night.pdf**. This "user manual" document is essential. It describes the process of reconciling (claiming) awards. It also describes SSACI's processing cycles: what we do and when. Quickly read the first and last few pages before going over the document in some detail.

   d. **Calculating_Awards.pdf**. This document describes how SSACI calculates its awards. You can use it as a guide in calculating awards, especially if you have to recalculate student awards for whatever reason.

   e. **SCHDCCYY.pdf**. This document is the SSACI processing schedule for the year "CCYY", for example, "2005". You must adhere to the start and end times for reconciliation of term awards as described in the schedule. If you fail to claim an award during the proper time period, the award is lost to the student. In that case it is expected you will pay the student's award out of your own funds.

   f. **Award_Notification_CCYY.pdf**. This document is a copy of the Award Notification for the year "CCYY", for example, "2005", sent to students during the Notification cycle, usually around July 1. It contains a summary of SSACI's eligibility requirements for awards. Students might bring the award notice to your office.

4. You can look up individual student records at SSACI's **eStudent** web site. It is www.ssaci.in.gov/estudent and you need your iXchange Username and Password to login. The system is easy to use and will show you information about students who have your school listed on their FAFSA.

There are many other documents and notices available from SSACI. In particular, watch your email for periodic "SSACI Updates", which will point to new documents or update and expand on changes in procedures and policies. You should save all emails in an appropriate on-line folder or paper book.

If you have questions about SSACI policies or procedures, first check the written documentation but do not hesitate to contact us either by phone or email:

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